



## **Awards and Graduation**

### **Purpose**

This policy outlines the rules for students at Australian Institute of Business (AIB) to receive a testamur for their programme of study and regarding the graduation ceremony

### **Procedure**

#### **1. Testamurs**

##### **a) Issue and Eligibility**

- i. Students will be eligible to receive a testamur for that qualification on completion of the requirements for a programme of study.
- ii. All students must apply to receive their testamur, using the standard Application Form for Award. It is not an automatic process.
- iii. When students complete their course requirements, the Registrar will convene a meeting of the Assessment Board at regular intervals to approve the results and then forward the minutes to the Academic Board for formal approval of the issue of the awards.
- iv. A testamur will be issued at either a standard graduation ceremony or it will be mailed out to students at their request. If it is mailed, a postage fee is payable.
- v. Where a student who is continuing with programme of study requests a testamur for an exit point, a fee for the issue of the testamur is payable.

##### **b) Recipient's Name on Testamur**

The recipient's name as it appears on the Testamur will be the student's legal name as recorded in the student management system at the time of printing the Testamur.

##### **c) Replacement testamurs**

- i. Replacement testamurs are only issued if the original is lost or destroyed or the recipient has legally changed their name since the award was made.

- ii. All replacement testamurs are issued on the current official testamur stationery and in the current official format, and will state the testamur is a “replacement copy”.
- iii. A statutory declaration must be provided stating the need for the replacement testamur and, where possible, return the original testamur to be replaced.
- iv. A replacement testamur fee is payable.

## **2. Graduation ceremonies**

### **a) Attendance at graduation**

- i. Students who wish to attend a graduation may do so without any charge, except for the academic regalia hire fee as set out in clause 2b).
- ii. An appropriate number of places will be set aside at each ceremony for the family and friends of the graduands. A Graduation Fee is payable by the graduand in respect of each guest.

### **b) Academic Regalia**

- i. Graduands attending a graduation ceremony are required to wear the appropriate academic regalia. Graduands may wear their own academic regalia provided it conforms with the AIB academic regalia.
- ii. Academic regalia can be hired on payment of the appropriate academic regalia hire fee.
- iii. The academic regalia which are hired must be returned by 12 noon on the first business day after the graduation. Additional fees will be payable in the event of a late return or if the academic regalia is returned in a damaged condition.
- iv. Students who have not yet graduated or have not satisfied the requirements of their programme of study may not hire academic dress.

#### **Related Forms:**

Application Form for Award

#### **Responsibility:**

Academic Division  
Registrar

#### **Related Policies:**

Assessment Policies and Procedures  
Research Higher Degrees Policies and Procedures

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